

Date October 1, 2014

Manual Child Care Subsidy and Services Guidance Manual

Transmittal # 201

The purpose of this transmittal is to provide revised guidance for the Child Care Subsidy Program. All of the provisions included in this transmittal are effective as of October 1, 2014.

Exception: Appendices B and N, “Sliding Co-Payment Scale” and “Level 2 Maximum Reimbursable Rates,” have an effective date of September 1, 2014, as previously instituted in Broadcast #8651.

Throughout this manual some reformatting was done and as a result some section numbers may have changed. Significant changes in Child Care Guidance include the addition of sections titled Child Care for Children in Foster Care, Vendor Requirements, and Determining Authorization Amount. The Assessment of Needs section was expanded to include detailed guidance for strength-based family assessments. In addition, further instructions for averaging income and assignment of the family co-payment were added.

This transmittal and manual are available on SPARK at
<http://spark.dss.virginia.gov/divisions/cc/manuals.cgi>

Significant changes to the manual are as follows:

Section(s)/Page(s) Changed	Significant Changes
Table of Contents, pages 1-5	<p>The previous Table of Contents has been reformatted to include the new section titles, numbers, and sub-section(s).</p> <p>Section IV now includes reference to a new section E.4, Child Care for Children in Foster Care.</p> <p>Item G., Disqualification of Vendors was added to section VII.</p> <p>The following items were added to section XI:</p> <ul style="list-style-type: none">C. Client, Vendor and Local Worker VA-ECC ResponsibilitiesE. Relative CareF. In-Home CareG. Initial Background ChecksH. Subsequent Background ChecksI. Vendor RequirementsJ. Types of Payment

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	<p>K. Determining Authorization Amount</p> <p>M. Beginning Date of Service Payment</p> <p>The following documents were added to the appendix:</p> <p>B. Sliding Co-Payment Scale</p> <p>P. Child Care Purchase of Service Order Instructions</p>
Definitions, Page 7	Added that the Division of Licensing Programs within the Virginia Department of Social Services (VDSS) completes the certification for “Certified preschools.”
Definitions, Page 7	Definition for “Child Care Communication form” has been added.
Definitions, Page 7	Definition for “Children with Special Needs” was revised to reflect the preferred usage of the term “Children who have Special Needs.”
Definitions, Page 10	Definition for “Level 1 Vendor” has been added.
Definitions, Pages 11	Definition for “Level 2 Vendor” has been added.
Definitions, Page 12	Definition for “Person cohabitating” has been added.
Definitions, Page 14	Definition for “Verifiable act of compliance” was updated to reflect the correct section number for the TANF manual reference.
Subsection C.5.a., Page 23	Clarification was added for situations in which providing advance notice of action does not permit the timely change in program category to Transitional services.
Subsection C.5.f., Page 24	Revised to state that the worker will “update” the authorization.
Subsection D.6.b., c., d., e., Page 27	Revised to state that if enrollment in Head Start ends, eligibility must be run in the VaCMS to close the case.
Subsection E. 2.bB.(2)., Page 28	Wording changed to offer more clarity on children not enrolled in public schools.
Subsection E.3., Page 28	Sentence added that requires local departments to have written procedures regarding a subsidy-capped child which are to be approved by Regional Consultants.
Subsection E.4., Pages 28-29	Guidance added for Child Care for Children in Foster Care.
Subsection E.6., Page 29	Guidance has been added regarding

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	assignment to the Waiting List and the Waiting List screening process.
Subsection E.6.d.(1)., Page 32	Priority group was revised to reflect the preferred usage of the term “Children who have Special Needs.”
Subsection A.2., Page 34	Guidance has been added regarding a change in the client’s status during processing of the application.
Subsections A.3.e.(2). and e.3., Pages 35-36	Guidance added regarding strength based family assessment.
Subsection B.2.a., Page 37	Clarification has been added regarding receipt of TANF and verification of citizenship.
	Newborn has been defined as a (child up to 90 days old) for use of the proof-of-birth letter as verification of citizenship.
	Guidance regarding the verification of citizenship for a parent or person acting in loco parentis was moved from section 2.b. to 2a.
Subsection B.3.a., Page 41	Clarification had been added regarding documenting the source used to verify residency.
Subsection B.3.b., Page 41	Guidance was added for the use of the local department’s physical and/or mailing address for families experiencing homelessness.
Subsection C.5.b., Page 45	Revised to reflect both deductions and payments as types of disregarded income.
Subsection C.9., Page 48	Clarification has been added regarding averaging fluctuating income and use of the projection period in the VaCMS.
	Section was expanded to include an example of averaging income over a 12-month period.
Subsection D.2., Pages 49-50	Clarification has been added regarding the assignment of the family co-payment to the vendor authorized.
Subsection D.2.e., Page 52	Clarification has been added regarding assignment of the family co-payment when a case is removed from suspended status.
Subsection G.1.f., Page 53	The word “pay” has been changed to “collect” in regards to the vendor/parent relationship with fees.
Subsection H.2., Page 55	“If applicable” was added for use of the

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	Child Care Communication form and Childhood Immunization Certification form as these forms are not always required.
Subsection H.4.b., Page 56	Guidance was added regarding documentation of reported changes and required case action on changes that impact the client's program category.
Subsection H.4.d., Page 56	Guidance was added that the Notice of Action (NOA) shall be used to provide the 10-day notice for reduction in services and that additional information should be recorded in the comments section of the form.
Subsection H.5., Page 57	Guidance updated to reflect usage of the Child Care Subsidy Service Application and Redetermination Form.
Subsection I.1., Page 57	Clarification was added that a copy of the "current" service plan must be included in the redetermination package.
Subsection I.3., Page 57	Guidance was added regarding directions for updating the Service Plan during the eligibility redetermination.
Subsection J.2., Page 59-60	The beginning date of service payment section was moved to section XI. as it relates to payment authorization.
Subsection J.2.b., Page 60	Guidance was revised to more accurately reflect the reasons for denying an application and use of the NOA.
Subsection J.3.b., Page 60	Guidance was added regarding changes which involve a reduction in services.
Subsection K.1.b., Pages 61-62	<p>Guidance was revised to more accurately reflect the reasons for case closure.</p> <p>The closure reason "failure to pay required fees" has been revised to clarify that guidance is referring to fees owed to the vendor and that the vendor must notify the local department in writing.</p> <p>The closure reason "Non-compliance with the repayment agreement" has been revised to clarify the repayment agreement with the local department of social services.</p>
Subsection L.1., Page 63	Guidance was added regarding the effective begin date of the suspension.

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	Section was expanded to include examples of when it would be appropriate to suspend an authorization.
Subsection L.2., Page 664	Clarification was added that suspension would not be acceptable for a college student on break longer than 90 days.
Subsection N.2.b., Page 65	Child Care Communication form was added under Optional Child Care Forms. The Sworn Statement or Affirmation (032-02-0094-01-eng) was removed from this section as it pertains to vendor requirements.
Subsection O.4., Pages 66	Section was revised to provide the current instructions for local departments requesting additional funding.
Subsection O.5., Page 66	Guidance was added that requires local departments to document and apply uniformly, their methodology for closing cases due to lack of funds and placement on the waiting list.
Subsection F., Page 69	Guidance was added that unless otherwise mandated by the court, the periods of disqualification for parents would apply. It is also mandated that if a case is closed due to fraud, the worker will use "Fraud" as the closure reason and record disqualification period in the case record.
Subsection G., Page 69	Guidance regarding disqualification for vendors was added back to Child Care Guidance from the Vendor Management Procedures.
Section XI., Page 71	The term Payment was added to the section title to clarify that the section provides instructions related to the payment authorization.
Subsection B.4., Pages 71-72	Guidance was added as to when the vendor must return the signed Purchase of Service Order (POSO) and procedures to follow should the vendor not return the signed POSO timely.
Subsection B.12., Page 72	Clarification was added as to when a termination POSO must be sent.
Subsection C., Page 73	Section added to provide guidance regarding vendor and local worker VA-

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	ECC responsibilities, and the client's responsibility to record attendance using their ECC card.
Subsections E., F., G., H., and I., Pages 73-82	Guidance has been added regarding relative and in-home care. In addition, guidance regarding vendor requirements from the Vendor Management Procedures has been added back to Child Care Guidance.
Subsection J., Page 83	Guidance has been added that outlines the types of payment for Child Care.
Subsection K., Pages 83-89	Section has been revised to include all guidance related to determining the authorization amount such as Maximum Reimbursable Rates (MRR), Age Range Definitions, Annual Registration Fee, and Unit Price.
Subsection K.6.a., Page 90	Guidance was revised regarding when only a partial day of care is needed to state "full day" versus "full week" when documenting the vendor's requirement for payment.
Subsection K.6.a.(10), Page 87	Clarification was added regarding payment of absences for Level 2 vendors and how allowable absent days will be prorated based on the beginning month of services.
Subsection M., Pages 90-91	Guidance on beginning date of service payment was moved to Section XI as it relates to payment authorization.
Page 93	The following documents were added to the appendix list: B. Sliding co-payment scale P. Child Care Purchase of Service Order Instructions
Appendix B, Page 95	Appendix B added to detail the sliding co-payment scale which will become effective on 09/01/2014.
Appendix C, Page 96	References to Budget Line 881 have been removed since this budget line has been deleted.
Appendix G, Page 105	The Child Care Subsidy Service Application and Redetermination Form instructions were revised. The requirement for workers to update, initial and date the page(s) for reported changes was removed.
Appendix N, Pages 124-134	Appendix N updated to show MRR's for level two providers have been increased.
Appendix P, Pages 139-140	Instructions for the Child Care Purchase of

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	Service Order were added.
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Questions about this transmittal should be directed to Mary Ward, Child Care Subsidy Program Manager, at (804) 726-7638.



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Commissioner